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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 THROUGH: Deputy Director of Training

DATE: 16 October 1958

FROM : Registrar/TR

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SUBJECT: Weekly Activity Report No. 41
 8 October - 14 October 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1723

Date: 09 MAR 1978 By [redacted]

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Other activities of the current week paled by comparison with our concern in completing an accurate summary of developments in the language program. Several times, all but two of our employees were engaged simultaneously in search, collation, computation and analysis.

2. We have placed an OC employee and one JOT in the Reading Improvement Course given under Air Force auspices in the Pentagon. Classes meet one hour daily for six weeks, beginning 20 October. We'll follow this closely, since the training requests are the first received since our internal program was discontinued. Both men are under [redacted] The course is free.

DDS

3. Another precedent this week involves language awards for a staff agent. Pseudonym, overseas status, payment arrangements, etc., created some additional problems. but [redacted] has licked them all.

DDS

4. Although this item may be common information, we have received a call from [redacted] now DC/Admin for EE Division. Monty is lunching with Ed tomorrow and will catch up on some of the developments within OTR in the past several years.

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5. The case of [] of the CI Staff, has been referred to [] DD/P Representative on the Language Development Committee. [] is the recipient of awards in French, German, Russian, Italian and Turkish. In the latter languages, he was [] only student for a lengthy part-time course, after one other student dropped out. [] supervisor has requested us to change the award from Directed to Voluntary because the employee purportedly makes up time lost in training by duty after-hours. At first glance this sounds commendable. After a dig into all the details I find some odd aspects, however. First, in the part-time Intermediate Turkish course he improved from E to N in Reading and O to H in Writing. Second, he was one of the two Uzbek students during much of the same time span as the Turkish course. He has now enrolled in the Classical Arabic course. Mr. [] is now teaching a before-hours class in Russian 101. [] has volunteered to inquire into the training need of this individual in so many directed courses, and the supervisory relationship. Harry will then make a recommendation. I think we should also be concerned about his apparent phenomenal achievement in Turkish and the training need, too; or maybe we should get him as a full-time instructor. C/LAS is being sent a copy of this item.

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6. Acceptance and final enrollment was arranged for three Agency scientists (two from OSI, one from Scientific Ops, DD/P) in the Space Research and Technology Institute being conducted at the University of Maryland. The Institute is a series of eight weekly lectures by authorities in this new field. Meetings are held after hours; the Institute began Monday, 13 October.

7. I received a call from [], who was making an informal report on his progress to date. As others have found, Karl is enthusiastic about the Harvard program but he appears unusually concerned at the vast amount of preparatory reading to be done. I recommended that he try scanning instead of reading for mastery, for the real benefit comes from discussion of the main points and not familiarity with all the details.

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8. I am satisfied that this running of our Training Officer Orientation is beginning to shape up the way it should. The TOs from OO/FDD and PIC, as well as the ORR Training Assistant, have learned a great deal about OTR, and have shown a sincere interest according to comments I have received.

9. [] is meeting with us Friday afternoon. He is carrying a full teaching burden which limits his time for any discussions to a minimum.

10. The editorial work by [] on the speeches incident to inaugurating the new JOT program was favorably received, I am informed.

11. We suddenly found ourselves with only [] in the Processing Branch, because of sudden illness. Mary [] was transferred temporarily to assist there.

12. To my knowledge, the cancellation of Basic Management last week was the first time this has occurred. We had only two qualified applicants, which was augmented by four others after a census of the larger Offices.

It may be that an Agency-wide call for internal training requirements should be resumed this year, to plan our scheduling for Fiscal Year 1960. You may recall that such was deemed unnecessary last year and our requirements were limited to external only.

13. During the week 8 October - 14 October 1958, there were 900 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

185 enrolled in 31 classes (11 languages) before hours
144 enrolled in 23 classes (10 languages) after hours
231 enrolled in 37 classes (14 languages) during hours
21 enrolled in 3 area courses
109 enrolled in 6 Operations School courses
137 enrolled in 6 Intelligence School courses
16 enrolled in 2 SIC courses
57 enrolled in the JOT Program

In addition there are twelve employees from other Government agencies enrolled (8 from the Weather Bureau in Russian Basic Reading; 2 from State Department, one in Russian 101, one in Basic Country Survey-Italy; and 2 from Army Map Service in Basic Country Survey-Italy)

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